



CONCERN

VP of Finance and Operations

Executive Brief

November 2018



About Concern



We are Concern Worldwide. Maybe you've heard of us? If not: We have been working in some of the world's poorest communities since 1968. That's right – we're 50. We're celebrating that milestone a bit this year, but remaining laser-focused on our work. We're needed now more than ever. And we are focused on making even greater impact, delivering more assistance faster, and helping change millions more lives.

Since its founding in 1968, Concern Worldwide has saved countless lives, relieved suffering and provided opportunities for a sustained better living standard for millions of people. We work primarily in the world's poorest countries, and within those countries, we seek out the most vulnerable and overlooked. Concern implements emergency response programs, has been a leader in health and nutrition issues, and has been in the forefront of helping communities develop resilience to high-impact climate extremes. We also work in education, livelihoods and water and sanitation.

We are today over 4,000 highly skilled and committed professionals who share an exceptional depth of experience, talent, commitment and diversity, and more than 90% of us are working in our home countries and communities. Concern staff have been at the forefront of engineering transformative approaches to the treatment of malnutrition, maternal & child health care, mobile cash transfers, disaster recovery and more.

About Concern Worldwide U.S.

Concern Worldwide US (CUS) is an independent affiliate of Concern Worldwide, with offices in New York and Chicago. Our mission is to support the work of Concern Worldwide by financially supporting programs, representing Concern with national/international co-funders and organizations, and raising the organization's profile in the United States.

Vision and Mission

Concern's work is informed by a vision for change. We are a global community of humanitarians, partners, community members, supporters, donors, and volunteers who envision a world in which no one lives in poverty, fear, or oppression; in which all have access to a decent standard of living and the opportunities and choices essential to a long, healthy, and creative life; and in which everyone is treated with dignity and respect.

Vice President of Finance and Operations

Concern Worldwide US is seeking a Vice President for Finance & Operations (VP for F&O) to join a dynamic executive team and ensure the effective deployment and stewardship of organizational resources to support Concern's mission. Reporting to the CEO and serving as an integral member of the senior management team, the VP for F&O will be responsible for the strategic direction, leadership and management of the organization's finances, operations, compliance, risk management, business planning and budgeting. In addition to the strategic components, the VP for F&O will strengthen organizational resilience by driving initiatives that create, refine or improve operational and risk management systems. This includes developing and implementing more sophisticated policies and procedures both in the finance and general operational realm; furthering financial stability and promoting fiscal health; reducing business interruption risks; and ensuring compliance with legal and operational obligations.

Opportunity

Concern Worldwide US is well-positioned for substantial growth and this position plays a key role in driving the multi-year strategy forward. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization.

Position

The ideal candidate is someone who can roll-up-their sleeves to finalize a budget and strategically think about how to diversify Concern's financial portfolio. The VP for F&O must also have a collaborative management and engagement style, as well as have the capacity to act as a mentor. The ideal candidate is also someone who is familiar with the international non-profit landscape and has directly managed large, complex restricted awards (grants, cooperative agreements, and/or contracts) for demanding institutional clients and donors. Having the technical as well as the human skills necessary to structure the business activities of a complex global organization is of the highest priority.

Role Profile:

Duties and Responsibilities:

Strategy/Planning:

- As a strategic partner to the CEO and Executive Team, bring visionary, collaborative thinking to how Concern U.S. achieves its mission; ensuring that the economic model of the organization and underlying systems and structures effectively support our programmatic work.
- As a member of the Executive Team, contribute to the overall leadership, decision-making and direction of Concern Worldwide US, including implementation of Concern's strategic plan.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Undertake or support other functions or special projects delegated by the CEO.

Financial Management and Operations

- Advise the Executive Team on financial planning budgeting, cash flow, investment priorities, and policy matters. Understand key budget drivers and monitor impact on current and future budgets.
- Plan, direct, and oversee all aspects of the finance, accounting, budgeting and operations functions of the organization including: financial reporting, analysis, grant accounting, cash and bank management, revenue recognition and income reconciliation, asset management, payroll, accounts payable, accounts receivable, general ledger, etc.
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.
- Develop effective fiscal policies, controls, systems and procedures for financial management, ensuring all finance policies and procedures are documented, communicated and reflect current practices.
- Lead the implementation and on-going refinement of a budget process that ties financial and human resources to the organization's priorities.
- Lead the organization's annual budgeting process and prepare and review monthly financial accounts with budget holders to ensure Concern is tracking toward income goals and maintaining budgeted expenditures.
- Prepare organizational financial outlooks and financial forecasts and keep the Executive Team apprised of all changes and developments.
- Advise on business process improvements to enhance efficiency and realize savings.
- Conduct periodic internal reviews of policies, procedures and systems, in alignment with best practices.
- Liaise with the finance function of Concern Worldwide in Ireland and provide financial and auditing support as appropriate.
- Ensure that accounting and operations transactions are compliant with GAAP, Donor and US Government Regulations (e.g., USAID, US Department of State), and international IFRS accounting systems where necessary.
- With support from the Grants & Compliance team, lead the analysis of indirect costs, OH allocations, prepare NICRA and negotiate with US Government, and year-end joint activity allocations.
- Develop and manage the performance of invested assets in keeping with policies on cash management/investment guidelines.
- In coordination with the VP of Development, oversee all systems issues related to the donor database and its integration with the finance function.
- Approval and oversight of other activities including, but not limited to releasing wire transfers, approving consultant agreements and checks, and negotiating vendor and bank relationships.

Governance and Compliance

- Report Concern US's financial performance to the Board of Directors on a quarterly basis and lead the board's audit committee in a review of the Annual audit findings.
- Lead and coordinate the annual independent audit process; serve as liaison to the Audit Committee of the Board.
- Oversee preparation of the Form 990 (Return of Organization Exempt Form Income Tax) and Form 5500 (Annual Return/Report of Employee Benefit Plan) and supporting schedules and statements.
- Ensure compliance with donor and federal regulations and requirements governing non-profits including non-profit fund accounting, compliance standards for USG funding, GAAP, etc.
- Responsible for ensuring that all governing documents are up to date and that the provisions of these documents are adhered to.

- Responsible for the review of contracts and other legally binding contracts with third parties.

Award Grant Management and Finance Support

- In coordination with the Controller and Grants & Compliance team, oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the agreement's period of performance.
- Working with the Program and Development teams, conduct a high-level review of all grants and contracts prior to agreement and support to the country offices during the proposal and implementation stages.
- Oversee contractual and donor compliance for Concern US and ensure organizational policies and procedures and grant/contract agreements are compliant with and reflective of donor rules and regulations for US Government, Corporate, and Private Donors.
- Develop new organizational policies and procedures in order to maintain donor rules and regulations.
- Review all grant and funding budgets prior to their submission to Concern US donors.
- Develop, review and maintain vendor agreements for Concern US for both prime and sub awards.
- Support the preparation of financial proposals for funding opportunities and approve all financial reports and contractual obligations for submission to Concern US donors.
- Provide financial support and guidance on USAID rules and regulations and directly engage with US Government agencies regarding rules, regulations and compliance.
- Coordinate and carry out audit/monitoring visits, as needed, to Concern US funded programs across the network of countries throughout Africa, Asia and the Middle East.
- Responsible for the review and submission of finance reports to US Government (e.g. including USAID, OFDA, PRM and FFP).

Leadership/Staff Management

- Drive a culture of success built on a commitment to working collaboratively and cross-functionally.
- Lead a team of seven staff responsible for the finance, compliance, HR, administrative support, and technology infrastructure of Concern Worldwide US.
- Leverage strengths of individual team members and work collaboratively with direct reports on achieving excellent cross functional relationships with other departments.

IT/Operations/HR & Administrative Management

- Ensure that Concern's operational and administrative resources are optimally aligned to support the mission.
- Work in close partnership with Vice President, HR & Administration in advancing how the organization attracts, develops, engages and retains a talented and productive workforce.

Required Experience and Qualifications:

Education

- FP&A and GAAP experience in a growth and complex global operating environment. Fully qualified accountant (ACCA /ACA / CIMA /CPA or equivalent) a plus, but not required.

Relevant Experience

- The ideal candidate will have a minimum of 10-12 years of financial management experience, specifically in growth and complex global operating environments.
- Non-profit sector and/or global experience strongly preferred.
- Experience managing a budget of \$20M plus; complex multi-location grants and contracts.
- Demonstrated experience in financial management of complex annual budgets larger than \$20M.
- At least 5-7 years of senior-level, hands-on work experience with USG and other public and private donors and clients (e.g. including USAID, OFDA, PRM and FFP).
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Proven success leading and improving systems and efficiencies in a multi-functional department.
- Ability to develop strong and productive working relationships with team, international locations; advantageous if experience includes working with a globally located HQ.
- Advantageous if overseen IT, Operations and/or HR.
- Strong business instincts, able to quickly identify problems, synthesize a variety of factors to make effective and practical decisions and develop an appropriate course of action.
- Proven high standards of performance, eager to pursue aggressive goals, and works hard and smart to achieve them. Must be persistent, decisive, resourceful, proactive, and results-oriented.
- Excellent skills in problem solving and critical analysis.
- Flexibility and ability to manage and prioritize a complex and changing workload.
- Sensitive interpersonal and communication skills.
- Commitment to the core values and vision of Concern Worldwide. Good understanding of international development and humanitarian issues.
- Flexible approach to travel and working outside of normal office hours.
- Flexible work style and an interest in being part of a dynamic and evolving organization.
- Creates an environment in which people can work to the best of their abilities, developing the team and empowering others to achieve excellent results.
- Understands programmatic activity and has the ability to convey information to people with varying levels of financial expertise.
- Strong written and oral communicator with excellent presentation and organizational skills;
- Strong attention to detail and ability to work well under pressure.
- Proficient in Microsoft Office; financial modelling & accounting packages; must have knowledge of accounting software and systems, experience with computerized accounting packages. Working knowledge of Microsoft Great Plains desirable
- Working knowledge of Salesforce a plus.

Terms of Appointment

This is a full-time position. Salary is competitive and commensurate with qualifications and experience.

Concern Worldwide US is an equal opportunity employer and welcomes the applications of all qualified candidates, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.



Location: New York, USA

New York City is the most populous city in the United States and comprises of five boroughs. At its core is Manhattan, a densely populated borough that's among the world's major commercial, financial and cultural centers. Over 800 languages are spoken in New York, making it one of the most linguistically diverse cities in the world. It is also home to hundreds of cultural institutions and historic sites, with Brooklyn Bridge, Central Park and Times Square among some of the iconic landmarks situated in the city. The city is also home to numerous local and international businesses and organizations. New York bustles with activity.

- **POPULATION:** Population of 8,622,698 (2017)
- **WEATHER:** Annual weather averages. July is the hottest month in New York with an average temperature of 25°C (76°F) and the coldest month is January at 2°C (35°F). The wettest month is May with an average of 114mm of rain.
- **LANGUAGE:** United States is a multilingual country. English is the official working language of New York.

Key Steps in the Selection Process

1. If you wish to be considered for this position, please forward a copy of your CV in **Microsoft Word format**, along with any relevant documentation to Mr. Patrick Manhire at pmanhire@sri-executive.com. All information will be in the strictest confidence as we pride ourselves on our professional service. We will revert to you as soon as feasible when we have reviewed your application.
2. During the recruitment process, SRI Executive Search will require your cooperation in completing a Competency Profile. You will also be required to participate in a number of telephone or Skype conversations with the team to ensure there is a clear understanding of the Terms of Reference and also an appropriate “fit” for you and the Concern Worldwide US.
3. We will require that you provide us with full details of three people who are willing to act as a referee. We will not contact these referees without your express permission. Please note that reference checks may be conducted prior to your face-to-face interviews.
4. Once we have the details of all those interested in going forward for this role, we will evaluate all applicants against the requirements of the role as outlined above. SRI will conduct a number of interviews with interested parties.
5. Should both the parties wish to proceed an interview with the Selection Committee will take place. The face-to-face interview with the committee will take place in New York. Please note a meeting with SRI Representatives may be required prior to this. You may be asked the terms and conditions that you would require for an offer to be acceptable to you.
6. After you meet with the Selection Committee, we will advise you of the Committee’s decision as soon as possible. At the selection stage should you be the preferred final candidate, our client will likely extend a verbal offer to you. Please note that the successful candidate will be required to furnish us with original copies of their qualifications prior to an offer being extended.



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